



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 1700.5  
Effective Date: October 3, 2004  
Expiration Date: October 11, 2005**

---

**SUBJECT: NASA Langley Research Center (LaRC) Maximum Work Time Policy**

**1. REFERENCE**

- a. NASA Headquarters letter from Code Q/Associate Administer for Safety, Reliability, Maintainability and Quality Assurance, subject "Improvements in NASA SRM&QA Program," Item 3, "Safe Overtime Rates," dated February 24, 1987.
- b. "Presidential Commission Report on the Space Shuttle Challenger Accident," dated July 14, 1986.

**2. SUMMARY**

This directive sets forth the policy, applicability, and responsibilities to implement a LaRC maximum work time policy for personnel in critical jobs at LaRC and those personnel and areas defined under scope and applicability.

**3. POLICY**

It is LaRC policy to establish a maximum work time policy that meets realistic human factors, personnel safety, and quality assurance goals and minimizes the probability that mishaps will occur because personnel in critical positions work excessive hours. (See the Attachment for Policy Provisions.)

**4. DEFINITIONS**

a. Critical Job

A critical job is one that requires a person to make real time decisions or perform real time actions that could directly and immediately affect:

- (1) personnel safety
- (2) the safety, integrity and operability of research and test facilities
- (3) the safety, integrity and operability of test items
- (4) the safety, integrity and operability of flight systems and flight hardware.

b. Critical Person

One who performs a critical job.

c. Real Time Decision/Action

For purposes of this directive, a real time decision or action is one that has the potential to affect personnel safety or the safety, integrity or operability of test and research facilities, test items, and flight hardware with minimal or no time to functionally verify the adequacy of the decision or action and its effect on the task to be performed.

d. Workday

A workday is defined as any day a person reports to work, regardless of the amount of time spent on the job. The workday begins when a person reports to work and ends when he or she leaves.

e. Workweek

Any 7-day period beginning on Sunday and ending on Saturday, or other 7-day period, as specified and documented by an organization for accounting purposes.

## **5. SCOPE AND APPLICABILITY**

a. This directive applies to all Government and contractor organizations and tenants operating at LaRC or at locations and facilities where LaRC has operational responsibility, in accordance with the terms expressed in agreements, joint operating procedures, regulations, or contracts with LaRC.

b. The following organizations are exempted from the requirements of this instruction:

(1) Pilots – Must comply with Federal Aviation Administration maximum worktime requirements.

(2) Construction contractors – Must comply with their company policies.

(3) LaRC Fire Department – Must comply with City of Hampton maximum worktime policies.

c. In implementing this directive, supervisors are reminded that more restrictive work time standards may be warranted for employees engaged in especially arduous or stressful duties or conditions.

## **6. RESPONSIBILITIES**

a. Safety Manager, Head, Safety and Facility Assurance Branch

Establish the LaRC maximum work time policy.

b. First Line Supervisors

- (1) Identify and document critical jobs and critical persons.
- (2) Maintain awareness of changes to LaRC maximum work time policy.
- (3) Maintain awareness of planned and actual work times for critical persons and meet the requirements of this policy.

c. Director, Office of Procurement

Place the requirements of this instruction into appropriate LaRC contracts.

**7. RECISION**

LAPD 1700.5, dated September 17, 1996.

Jeremiah F. Creedon  
Director

Attachment

## **Attachment to LAPD 1700.5**

### **POLICY PROVISIONS**

1. A critical person shall not work in excess of 12 consecutive hours. An additional 4 hours (16 consecutive hours) can be approved when required by an unavoidable job circumstance. The additional 4 hours must be approved by the applicable LaRC organizational unit manager for civil servants or the contractor counterpart (or higher) for contractors. A critical person shall not work in excess of 16 consecutive hours.
2. A minimum of 8 hours time off shall be allotted between workdays.
3. A critical person shall not work in excess of 60 hours in any one workweek, nor work more than 7 consecutive days without 1 full day off. Exceptions to this restriction cannot be made without the approval of the applicable LaRC organizational unit manager for civil servants or the contractor counterpart (or higher) for contractors.
4. A critical person shall not work in excess of 240 hours during any 4 consecutive workweeks. Exceptions to this restriction cannot be made without the approval of the applicable LaRC organizational unit manager for civil servants or the contractor counterpart (or higher) for contractors, with concurrence in either case by the LaRC Safety Manager, Head, Safety and Facility Assurance Branch (SFAB).
5. Government and contractor organizations shall prepare and maintain a list which identifies and documents critical jobs and critical persons. This list should be maintained by the organizational unit manager or contractor counterpart and updated at least yearly.